

JSC Safety and Health Handbook	JPR No.	1700.1K
	Effective Date:	11/25/2013
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	Page Number	Page 1.2-1 of 2

Chapter 1.2 Planning, Authority, and Resources

1.2.1 Applicability of this chapter

You are required to follow this chapter if you are a line manager at any level.

1.2.2 Description of Sub-element 1.2

1.2.2.1 JSC shall include safety and health as a part of the overall management planning process. This includes:

- a. Establishing goals and objectives as mentioned in Chapter 1.1. Employees shall have the opportunity to be involved in setting objectives.
- b. Budgeting funds and allocating resources for safety and health.
- c. Planning for safety and health training.
- d. Assigning the necessary authority to those with safety and health responsibilities. Responsibilities shall be clearly communicated and supported with training. Make sure all shifts are covered.

1.2.3 Goals and objectives

The JSC Management Council (JMC) sets goals and objectives for the Center after considering inputs from the JSC Safety Action Team. The JMC also tracks progress on meeting the goals. Line organizations are encouraged to set their own goals and objectives in their organizational safety and health committees.

1.2.4 Planning for safety and health training

Safety and health training involves following the processes in Part 4 to make sure that all line managers and employees are properly trained.

1.2.5 Authority for Safety and health

Safety and health responsibilities shall include the necessary authority to carry them out.

1.2.6 Funding for safety and health items

1.2.6.1 JSC shall provide adequate funding for its safety and health program, and review safety and health budgets yearly. The following requirements apply:

- a. Line organizations shall request funding for:
 - (1) Eliminating or controlling hazards in the workplace.
 - (2) Providing required or desired personal protective equipment and other safety or health equipment.
 - (3) Providing safety and health training unique to their mission and not available through the Safety Learning Center.
 - (4) Providing other safety and health resources as needed.

JSC Safety and Health Handbook	JPR No.	1700.1K
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	Page Number	Page 1.2-2 of 2

- b. The Safety and Mission Assurance Directorate, Human Health and Performance Directorate (Occupational Health Branch), and Center Operations Directorate (Emergency Operations Office) shall request funding for:
- (1) Adequate safety, health, and emergency response personnel to oversee JSC's safety and health program.
 - (2) Safety and health training at the Safety Learning Center.
 - (3) Safety, health, and emergency response equipment for such things as sampling work areas, analyzing samples, and fighting fires.
 - (4) Promotional items for safety and health awareness and motivation.
 - (5) Technical information such as books, standards, periodicals, and publications.
 - (6) Occupational health activities such as monitoring noise or radiation levels.
 - (7) Contracts for safety and health tasks.

1.2.7 Responsibilities for planning, authority, and resources

- a. The JMC, in conjunction with the Designated Safety and Health Official, is responsible for:
- (1) Setting Center goals and objectives.
 - (2) Tracking progress on Center goals and objectives to completion.
 - (3) Making sure JSC has an adequate budget for safety and health.
- b. Individual Directorates are responsible for:
- (1) Tracking directorate goals and objectives to completion.
 - (2) Requesting funds for safety and health within the directorate.
 - (3) Making sure the directorate adequately plans for safety and health training.
 - (4) Evaluating their needs for safety and health resources at least yearly and for requesting the necessary funds as described in sub-paragraph 1.2.6.1.a above.

1.2.8 Safety and health records for planning, authority, and resources

- a. Documentation to support tracking and completion of goals.
- b. Center-level financial records showing money spent on safety and health. The Office of the Chief Financial Officer keeps general financial records, and the Center Operations Directorate keeps records of safety modifications or repairs.

NOTE: See Appendix F, Attachment 1.1A for details on records required by this Chapter.